

# JANUARY 2010 EMPLOYEE OF THE MONTH



**NAME:** David Y. Kissner, II

**POSITION:** Fire Lieutenant

## **EMPLOYMENT**

**HISTORY:** Lieutenant Kissner was hired in January, 1992 as a Firefighter/EMT.

**NARRATIVE:** David demonstrates the knowledge, skills and abilities as a first-rate supervisor. He takes his leadership role seriously and it is evident in the performance of his shift. He exceeds his continuing education requirements and regularly makes sound judgments in his daily work functions. David constantly submits new ideas and creative solutions to better the department.

In October 2008, Lt. Kissner voluntarily attended the Texas Engineering Extension Service Enhance Unified Command Course. The four-day, nationally recognized course focused on emergency management and operations at large scale incidents. David was chosen out of hundreds of applicants to attend this training sponsored by the U.S. Department of Homeland Security. The course is one of few in the nation that focuses on decision-making and situational awareness to improve skills for managers and supervisors. During this course, Lt. Kissner played the role of multiple positions and, upon his return, taught these skills to his shift.

In the past twelve months, Lt. Kissner has surpassed his normal duties by developing a program to account for the use of EMS supplies. His plan has been implemented throughout the department and provides a true inventory of all EMS supplies. Through his management and supervision, there has been a significant reduction in costs to replenish these supplies.

Over the past several years, Lt. Kissner has been assigned to several challenging personnel issues. He has handled these issues with kindness and decency when dealing with staff, while keeping the department's goals and the City's policies in place.

David is a strong team player who strives to diffuse problems and complaints while maintaining respect from his co-workers. He always encourages a positive attitude and keeps the City's best interest in mind.

AN ORDINANCE NO. 10-FIN-1

To amend the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, to appropriate \$500 in donated funding to Parks and Recreation to fund the trip to the Petersburg Symphony.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 09-FIN-4, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 148,167	
Administrative (City Manager)	310,589	
Legal (City Attorney)	207,578	
Tax Collections & Assessments	619,076	
Finance	5,873,655	
Information Technologies	207,867	
Board of Elections	130,159	
Judicial	4,288,658	
Public Safety	7,770,202	
Public Works	3,044,162	
Health and Social Services	717,750	
Parks and Recreation	1,427,880	1,428,380
Cultural Enrichment	92,257	
Library	613,213	
Community Development	542,204	
Grant Programs	528,483	
Nondepartmental	664,265	
Debt Service	3,217,341	
Operating Transfers Out	19,037,766	

2. That the sum of ~~\$ 49,441,272~~ 49,441,772 is appropriated for the fiscal year beginning July 1, 2009.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2009:

General Property Taxes	\$ 21,216,669	
Other Local Taxes	14,403,852	
Licenses, Permits & Fees	3,409,794	
Fines and Forfeitures	556,500	
Use of Money & Property	427,000	
Intergovernmental Revenues	6,513,685	6,514,185
Charges for Current Services	1,149,401	
Miscellaneous	1,259,726	

Reserve – Fire/EMS Donations	1,350	
Restricted Fund Balance Fire/EMS	5,000	
Restricted Fund Balance –		
Civic Organizations	450	
Restricted Fund Balance –		
Police Assets	18,929	
Restricted Fund Balance – Streets	132,000	
Fund Balance	305,505	
Restricted Fund CDBG	41,411	
TOTAL	\$ 49,441,272	49,441,772

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 12, 2010

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman: Aye

The Honorable W. Joe Green, Jr., Councilman: Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Aye

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman:

\_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman:


\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

AN ORDINANCE NO. 10-FIN-2

To amend the Recreation Activity Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, to appropriate \$13,270 in grant funding for Wakefield Playground.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Section 2, Ordinance No. 09-FIN-6, be, and is hereby, amended and reordained as follows:

That the sum of ~~\$240,000~~ 253,270 be, and the same is hereby, appropriated from the estimated receipts from all existing sources of revenue during the ensuing fiscal year, which shall be used by the major operating units to the sums itemized in the Recreation Activity Fund Budget, as follows:

REVENUES

Charges for Current Services	\$240,000
Fund Balance	<u>13,270</u>
TOTAL	<del>\$240,000</del> 253,270

EXPENDITURES

Operating Expenses	\$240,000
Capital Outlay	<u>13,270</u>
TOTAL	<del>\$240,000</del> 253,270

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 12, 2010

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: Aye

The Honorable Kenneth B. Frenier, Councilman: Aye

The Honorable W. Joe Green, Jr., Councilman: Aye

The Honorable Elizabeth G. Luck, Vice Mayor: Aye

The Honorable John T. Wood, Councilman: Aye

The Honorable Diane H. Yates, Councilwoman: Aye

The Honorable C. Scott Davis, Mayor: Aye

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_

The Honorable John T. Wood, Councilman: \_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Foster, III  
City Attorney

AN ORDINANCE NO. 10-1

For the City to vacate a stormwater management easement across Lot 1, Section 3, East Roslyn Farm, owned by Roslyn Farm Corporation.

WHEREAS, Roslyn Farm Corporation (the "Applicant"), as owner of Lot 1, Section 3, East Roslyn Farm (the "Property") has requested that the City vacate a stormwater management easement across the Property; and

WHEREAS, as part of a development by American Family Fitness, the existing easement will be relocated; NOW, THEREFORE,

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That, pursuant to the authority granted in Va. Code §15.2-2270, a stormwater management easement across the Property, being more particularly shown on a plat prepared by Townes Site Engineering and entitled "Plat of 0.87 Acre of Stormwater Management Easement Vacated Across Lot 1, Section 3, East Roslyn Farm," dated May 28, 2008 and last revised November 20, 2009 (the "Plat"), a copy of which is attached hereto and made a part hereof, is vacated.

2. That, pursuant to Va. Code § 15.2-2204, the cost of publishing the notice of public hearing shall be taxed to and paid by the Applicant.

3. That the City Manager be, and is hereby, authorized to execute a deed vacating a stormwater management easement across Lot 1, Section 3, East Roslyn Farm, designated on the hereinabove referenced plat as "Vacated", subject to approval by the City Attorney as to form; provided, however, that the City Manager shall not execute such deed until the easement and facilities have been relocated as agreed to by the City Engineer. The cost of recording this ordinance and the deed shall be borne by the Applicant.

4. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 12, 2010

Ayes: 7 Nays: 0 Absent: 0 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman:

[Signature]

The Honorable Kenneth B. Frenier, Councilman:

[Signature]

The Honorable W. Joe Green, Jr., Councilman:

[Signature]

The Honorable Elizabeth G. Luck, Vice Mayor:

[Signature]

The Honorable John T. Wood, Councilman:

[Signature]

The Honorable Diane H. Yates, Councilwoman:

[Signature]

The Honorable C. Scott Davis, Mayor:

[Signature]

Adopted on its second reading on \_\_\_\_\_

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_

The Honorable Milton E. Freeland, Jr., Councilman:

\_\_\_\_\_

The Honorable Kenneth B. Frenier, Councilman:

\_\_\_\_\_

The Honorable W. Joe Green, Jr., Councilman:

\_\_\_\_\_

The Honorable Elizabeth G. Luck, Vice Mayor:

\_\_\_\_\_

The Honorable John T. Wood, Councilman:

\_\_\_\_\_

The Honorable Diane H. Yates, Councilwoman:

\_\_\_\_\_

The Honorable C. Scott Davis, Mayor:

\_\_\_\_\_

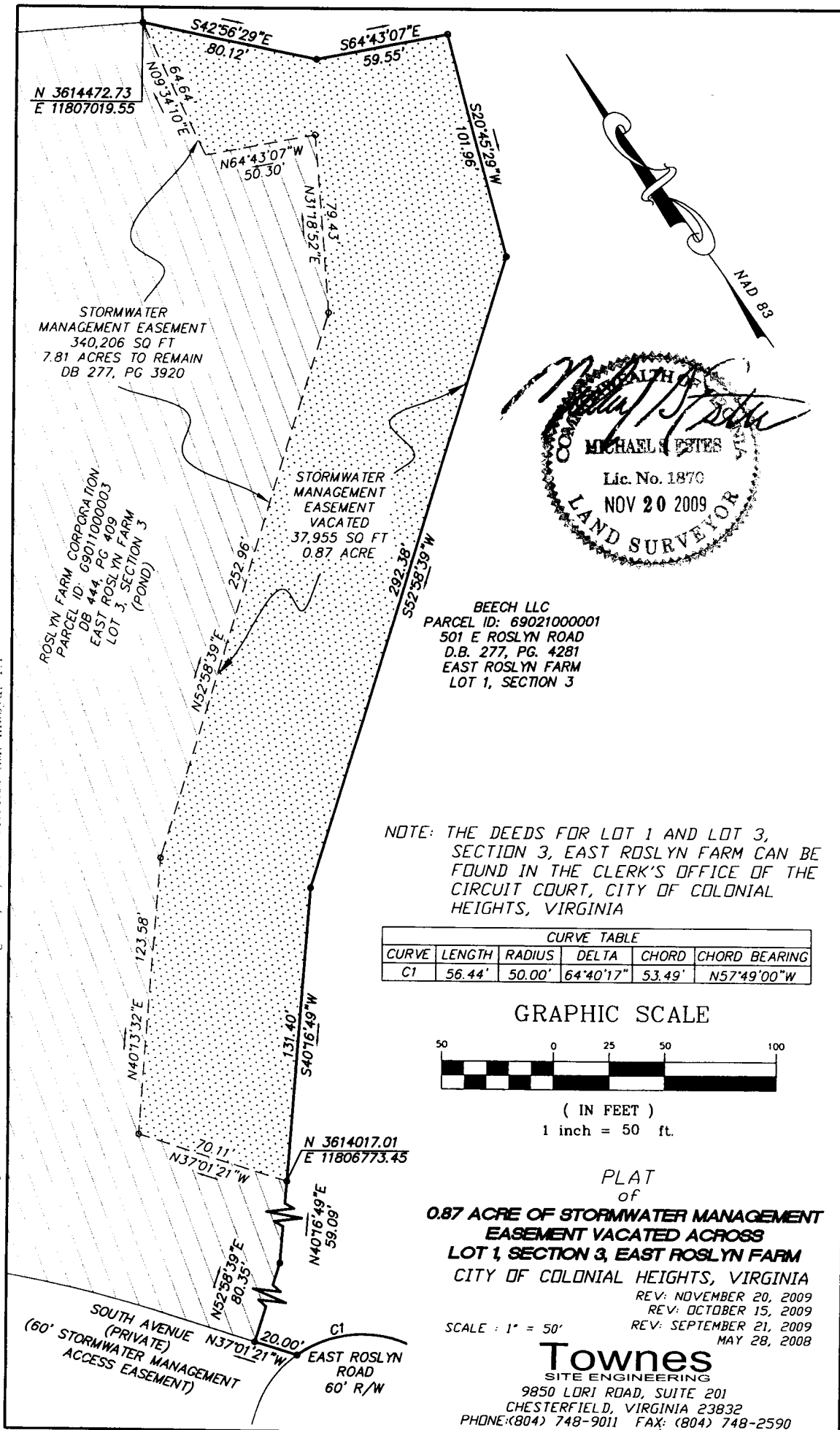
\_\_\_\_\_  
City Clerk

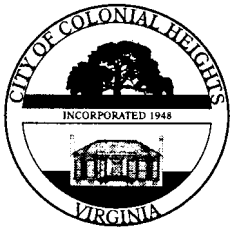


Approved as to form:

  
City Attorney

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
# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## Office of the City Manager

**TO:** The Honorable Mayor and Members of City Council

**FR:** Richard A. Anzolut, Jr.  City Manager

**DATE:** February 4, 2010

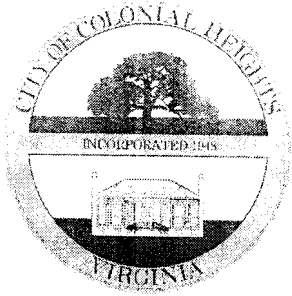
**SUBJ:** Public Hearing on the Proposed Courthouse Action Plan

In conformance with Council's direction on this subject, a public hearing has been advertised for the Council Meeting of February 9, 2010. Attached for Council's review are the exhibits depicting the revised Action Plan. The Office of the City Attorney has prepared the required newspaper advertising for the public hearing. In addition, neighborhoods around the existing courthouse site and around the property at 231 Chesterfield Avenue have been notified of the public hearing through the use of the City's outbound notification telephone system.

If staff can be of any assistance to Council prior to the public hearing on the proposed Courthouse Action Plan, please do not hesitate to contact me.

Attachment

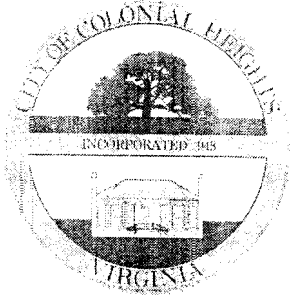
cc: Hugh P. Fisher, III, City Attorney  
William E. Johnson, Director of Finance



# **City of Colonial Heights**

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## **Courthouse Action Plan**

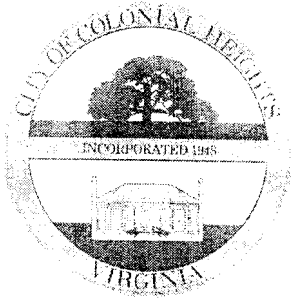


# **City of Colonial Heights**

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## **Courthouse Action Plan**

- Adopted PPEA Guidelines - December 8, 2009
- Considered Approach to PPEA - January 12, 2010
- Developed Action Plan - January 16, 2010
- Public Hearing on Action Plan - February 9, 2010

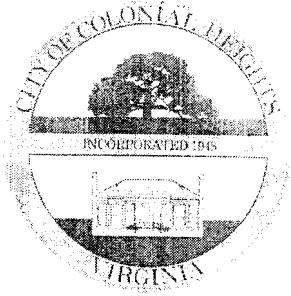


# **City of Colonial Heights**

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## **Courthouse Action Plan**

- Prepare and Circulate RFP for Architect February 2010
- Architect Interviews in Council Meeting April 13
- Selection of Architect No Later Than April 27
- Architect Evaluation of Initial Design and Preliminary Structural, Electrical and Mechanical Engineering Assessment May – August

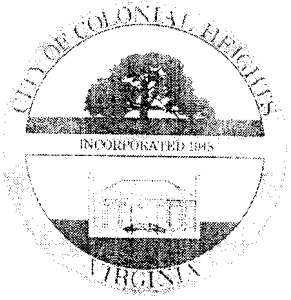


# **City of Colonial Heights**

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## **Courthouse Action Plan**

- First Conceptual Design Meeting with Council  
(including financial estimates) September 14th
- First Conceptual Design Meeting with Circuit Court November
- Second Conceptual Design Meeting with Circuit Court January 2011
- First Review with G.D. and J & DR Courts February
- Second Review with G.D. and J & DR Courts March



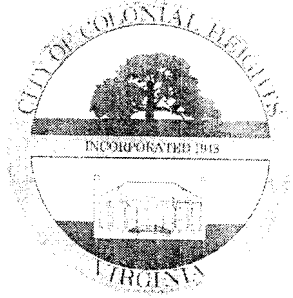
# **City of Colonial Heights**

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## **Courthouse Action Plan**

- Final Design Meeting with Circuit Court April
- Council Reviews Final Design May
- Council Authorizes PPEA RFP June
- Solicited PPEA Proposal Review by Council July
- Finalist(s) Selected by Council August
- PPEA Negotiations Aug – Nov  
(including interim agreement with guaranteed maximum price)

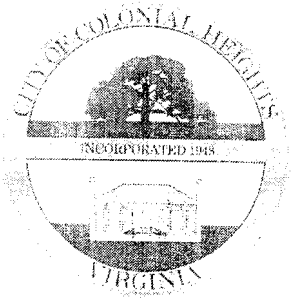




# **City of Colonial Heights**

## **Courthouse Action Plan**

- City Enters Final Comprehensive Agreement December 2011
- Contractor Breaks Ground on Project January 2012
- City Adopts Revenue Measures for Debt Spring 2012
- City Issues G. O. Bonds Summer 2012
- Courthouse Opens Summer 2013



# **City of Colonial Heights**

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## **Courthouse Action Plan**

### **Existing Courthouse Air Quality**

- Church Site Action Plan Takes 3 ½ Years to Complete
- Roof Survey and Repairs Authorized
- HVAC Evaluation Received
- HVAC Repairs – Duct Cleaning – Mold Remediation

**\$105,000**

Staff Recommends Proceeding with this Work



CITY OF COLONIAL HEIGHTS  
201 JAMES AVENUE  
P. O. BOX 3401  
COLONIAL HEIGHTS, VIRGINIA 23834-9001

HUGH P. FISHER, III  
CITY ATTORNEY

TAMARA L. DRAPER  
LEGAL ASSISTANT

(804) 520-9316 / FAX 520-9398

January 27, 2010

**RECEIVED**

JAN 27 2010

**CITY CLERK'S OFFICE**

**VIA FACSIMILE 861-9452**

The Progress-Index  
15 Franklin Street  
Petersburg, VA 23803

Attention: Legal Advertisements

Dear Madam or Sir:

I have enclosed for publication in the legal advertisements section of your newspaper a notice of City Council holding a public hearing to accept public comment on the proposed Courthouse Action Plan.

You are requested to publish the notice on **February 1, 2010**.

Please send a certificate of publication to the Office of the City Clerk in City Hall so that we may have evidence that legal requirements have been met.

If there is any problem in publishing the notice on the date requested, please notify this Office immediately so that we may make other arrangements for publication.

Thank you for your assistance.

Very truly yours,

Hugh P. Fisher, III  
City Attorney

Enclosure

cc: The Honorable C. Scott Davis, Mayor  
Richard A. Anzolut, Jr., City Manager  
✓ Kimberly J. Rollinson, City Clerk

**NOTICE OF PUBLIC HEARING**  
**CITY OF COLONIAL HEIGHTS, VIRGINIA**

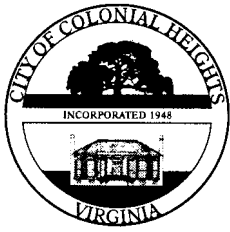
Notice is hereby given to all persons affected or interested that at the Colonial Heights City Council meeting to be held on **Tuesday, February 9, 2010, at 7:00 P.M.**, in Council Chambers of City Hall, 201 James Avenue, Colonial Heights, Virginia, the City Council shall hold a public hearing to accept comments on the following:

A proposed Courthouse Action Plan outlining the City's process and target dates for renovating the former Colonial Heights Baptist Church at 231 Chesterfield Avenue into the City's Courthouse. A major purpose of the proposed Action Plan is for the City to determine the total cost of such a renovation and then compare the cost to other options for upgrading its Courthouse facilities. The Action Plan outlines the steps the City would follow in the process, commencing with the preparation of a Request for Proposals to select an architect, and culminating in the opening of the new Courthouse. The Action Plan also briefly outlines repairs to be made to the current Courthouse.

A copy of the proposed Courthouse Action Plan is on file for public examination during regular business hours in the City Clerk's Office in City Hall, 201 James Avenue, Colonial Heights, Virginia. All persons affected or interested are invited to be present at the public hearing of the City Council, to be held at the time and place stated above, when an opportunity will be given for them to be heard.

Hugh P. Fisher, III  
City Attorney

Any interested party whose participation in this meeting would require reasonable accommodation of a handicap should contact the City Manager's Office at 520-9265 at least six days in advance.




# CITY OF COLONIAL HEIGHTS

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www.colonial-heights.com

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## Office of the City Manager

**TO:** The Honorable Mayor and Members of City Council

**FR:** Richard A. Anzolut, Jr.,  City Manager

**DATE:** February 4, 2010

**SUBJ:** February 2010 Budget Amendment

The FY10 Budget Amendment for February, 2010 is summarized as follows:

1. The Fire Chief is reporting a \$12,627 grant from the U.S. Department of Homeland Security administered through the Commonwealth for Citizen Corps. The purpose of these grant funds is to continue citizen preparedness and awareness of homeland security issues. The Fire Chief plans to continue the City's Community Emergency Response Team (CERT) Program. It is expected that we will recruit new members for CERT and purchase additional supplies and equipment. Community Emergency Response Teams are valuable components of a community's emergency preparedness whereby public forces are supplemented by citizen volunteers in times of emergency. It is recommended that the \$12,627 grant be appropriated to the Public Safety category of the FY10 General Fund Budget.
2. The Fire Chief and the Chief of Police are reporting quite an extraordinary donation by Bruce W. and Cornelia T. Thornton. Members of Council are very aware of the benevolence of the Thornton's in the past with other donations for public safety and recreation equipment and programming. Once again the Thornton's have out-done themselves. The Fire Chief is reporting a donation of \$7,500 to be used to purchase high visibility reflective bands for the City fire hydrants, 16 GPS navigation devices for department vehicles and additional smoke detectors for elderly and low income families in the City.

In addition, the Chief of Police is reporting a \$7,400 donation from the Thornton's that will be used to purchase a towable light tower and associated equipment to be used by crime scene investigators and our accident investigation team. Members of City Council can well understand the need for supplemental lighting when investigating matters and handling major accidents after dark. As if that weren't enough, the Thornton's have donated

an additional \$5,500 to the Police Department toward the purchase of AR-1296 rifles. Council is generally familiar with our plans to phase out the traditional shotgun in law enforcement practices as is being accomplished with the police departments across the country. Like other departments, we plan to replace the shotguns with assault rifles over a period of years. The Thornton's are buying 5 rifles for the Police Department, along with the associated equipment for each. City staff cannot begin to express its appreciation for this generosity. It is recommended that Council appropriate \$20,400 to the Public Safety category of the FY10 General Fund Budget to accomplish the projects funded by the Thornton's.

3. The Commonwealth's Attorney is requesting the appropriation of \$18,875 in asset forfeiture funds for the operation of his office. This request has come without specific documentation. It is a common practice annually to appropriate asset forfeiture funds as requested by the Commonwealth's Attorney. It is expected that the Commonwealth's Attorney or a representative of his office will be available during the February 9<sup>th</sup> Council Meeting to explain this appropriation.
4. The Chief of Police is also requesting the appropriation of asset forfeiture monies payable to the Police Department in the FY10 Budget. It is also common for the Police Department to request appropriation of its asset forfeiture funding, but not necessarily on an annual basis. About every other year, the Police Department identifies specialty equipment to enhance its operations. The Chief of Police will be prepared to present his request during the February 9<sup>th</sup> meeting. Attached is an outline of the equipment for the investigations unit, the crash team unit, the street crimes unit, and police administration for specialty equipment totaling \$3,884 of asset forfeiture funds. In a general sense, most of the items have to do with photographic equipment. It is recommended that these asset forfeiture funds be appropriated to the FY10 Budget.
5. Earlier this fiscal year, Finance and Public Works staff identified carryover funding from prior years that had not been fully expended in the Street Maintenance Program. We had estimated correctly that we would finish FY09 with \$196,000 in unexpended street maintenance monies that could be carried forward into the FY10 Budget and expended on the Pavement Management Programs of the City prior to the end of FY10. The Director of Finance has confirmed with VDOT the accuracy of this \$196,000 balance. As a result, the Directors of Finance and Public Works are recommending the appropriation of this carry forward \$196,000 into the FY10 Budget for our Spring paving and pavement management activities. The Director of Finance and Director of Public Works and Engineering will be able to discuss this matter further if such should be necessary during the Council Meeting.

The Honorable Mayor and Members of City Council  
February 4, 2010  
Page 3

Attached is Ordinance No. 10-FIN-3 that would accomplish the above mention supplemental appropriations to the FY10 Budget. It is recommended that Council provide first reading to the Budget Amendment during the Council Meeting of February 9, 2010. City staff associated with these appropriations will be present during the Council Meeting to assist, as necessary. As mentioned, it is expected that the Commonwealth's Attorney or a representative will also be present to discuss his asset forfeiture request.

If staff can be of any assistance to Council prior to the meeting, please do not hesitate to contact me.

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Johnson, Director of Finance  
A. G. Moore, Jr., Chief of Fire & EMS  
Jeffrey W. Faries, Chief of Police  
William E. Henley, Director of Public Works & Engineering  
William B. Bray, Commonwealth's Attorney



# CITY OF COLONIAL HEIGHTS

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www.colonial-heights.com

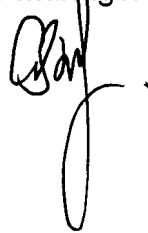
cc Bill Johnson  
Tammy Draper  
Feb B.A.  
please.  
AA  
1/18

RECEIVED

JAN 15 2010 Department of Fire, EMS and Emergency Management

City Manager's Office

## MEMORANDUM

TO: Richard A. Anzolut, Jr., City Manager  
FROM: A. G. Moore, Jr., Fire Chief   
SUBJECT: Council Agenda  
DATE: January 16, 2010

Please have the following item placed on the next available City Council agenda:

Amend the FY 09-10 Fire & EMS operating budget to reflect an increase of \$12,627.00. Said funds have been appropriated from the 2008 State Homeland Security Program Grant from the National Preparedness Directorate, U.S. Dept. of Homeland Security and administered by the Commonwealth for the Citizen Corps. (See attached awards letter).

Grant funds will be used to continue the City's Community Emergency Response Team program, to include training new members and purchasing necessary equipment.

Please sign the attached forms accepting the terms and conditions of the grant and return them to me.

If you have additional questions, feel free to contact me at extension 319, thank you.

AGM/ls

Attachments

cc: William E. Johnson, Director of Finance  
Hugh "Chip" P. Fisher, City Attorney





**COMMONWEALTH of VIRGINIA**  
*Department of Emergency Management*

MICHAEL M. CLINE  
State Coordinator

JANET L. CLEMENTS  
Chief Deputy Coordinator

BRETT A. BURDICK  
Deputy Coordinator

10501 Trade Court  
Richmond, Virginia 23236-3713  
(804) 897-6500  
(TDD) 674-2417  
FAX (804) 897-6506

January 14, 2010

Mr. Richard A. Anzolut  
City Manager  
Colonial Heights City  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mr. Anzolut:

We are pleased to inform you that the City of Colonial Heights has been awarded funds in the amount of \$12,627.00 from the 2008 State Homeland Security Program Grant, (CFDA # 97.073) from the National Preparedness Directorate (NPD), United States Department of Homeland Security (DHS) and administered by the Commonwealth for the Citizen Corps Program.

Included in this package of particular importance is the Certification of Compliance, and Special Conditions, for your signature. It certifies you have read and understand Federal and State terms and conditions associated with accepting the grant. Please return these forms to us within 30 days.

The Commonwealth will send grant funds to a sub-grantee on a reimbursement basis for allowable expenditures. To accomplish this, use the attached "Request for Funds" form. This form can also be found at: <http://www.vaemergency.com/grants/forms/>. You are required to attach invoices that reflect your spending plan.

The end of the program period is September 30, 2010, for obligation purposes and December 31, 2010, to complete expenditures and finalize the close out reporting process. During this program period, all subgrantees are required to submit quarterly progress reports. This form can be found at <http://www.vaemergency.com/grants/forms/>.

*"Working to Protect People, Property and Our Communities"*

Mr. Richard A. Anzolut  
Page 2  
January 14, 2010

All projects must comply with Environmental and Historic Preservation (EHP) requirements. Subrecipients shall not undertake any project having the potential to impact Environmental or Historical Preservation (EHP) resources without the prior approval of FEMA. For more information, please visit <http://www.vaemergency.com/grants/forms/> or contact your Grant Specialist.

Grant recipients will be monitored periodically by VDEM and/or NPD to ensure that the program goals, objectives, timelines, budgets, and other related program criteria are being met. Monitoring will be accomplished through a combination of office-based and on-site monitoring visits. Monitoring will involve the review and analysis of the financial, programmatic and administrative as well as other issues relative to each program, and will identify areas where technical assistance and other support may be needed. Subgrantees may be required to submit a special progress report in addition to the quarterly reports if the Commonwealth deems necessary. This award is subject to all administrative and financial requirements, including the timely submission of all financial/programmatic reports and adhering to the Special Conditions submitted with your grant application. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination and reallocated.

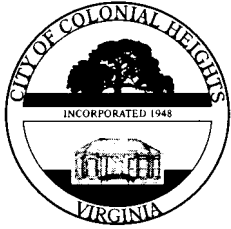
If you have any questions regarding this award, please contact JoAnn Maher at (804) 897-6500 extension 6601 or email [joann.maher@vdem.virginia.gov](mailto:joann.maher@vdem.virginia.gov).

Sincerely,



Michael M. Cline

c: The Honorable Robert P. Crouch, Jr., Assistant to the Governor for Commonwealth Preparedness  
The Honorable John Marshall, Secretary of Public Safety  
Ms. Janet Clements, Chief Deputy State Coordinator for Emergency Management  
Mr. Brett Burdick, Deputy State Coordinator for Administration  
Ms. Cheryl Adkins, Grant Manager  
Mr. David Salot, Colonial Heights Deputy Emergency Management Coordinator



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

cc: Bill Johnson  
Tammy Noyes  
Feb B.A.  
please.  
AAJ  
1/18

RECEIVED

DEPARTMENT OF FIRE, EMS AND EMERGENCY MANAGEMENT  
JAN 15 2010

## City Manager's Office MEMORANDUM

TO: Richard A. Anzolut, Jr., City Manager  
FROM : A. G. Moore, Jr., Fire Chief  
SUBJECT: Council Agenda  
DATE: January 14, 2010

Please have the following item placed on the February 2010 City Council agenda:

Amend the FY 09-10 Fire & EMS operating budget to reflect an increase of \$7,500.00. Said funds were received by means of a donation from Bruce W. & Cornelia T. Thornton of 3704 Conduit Road, Colonial Heights. Mr. & Mrs. Thornton have requested these funds be used to finance the following projects:

- 750 high visibility reflective bands for City fire hydrants. These fluorescent bands will provide easy location of hydrants at night and during inclement weather. The bands will be installed by volunteer firefighters.
- 16 GPS navigation devices for our units. These GPS systems will eliminate carrying and updating the oversized map books currently on all units. It will also provide an alternate route if main roads are blocked due to accidents or road construction, thus speeding up patient transports to the hospitals.
- Remaining funds will be used to purchase smoke detectors to allow the continuation of our installation program for elderly and low-income families in the City.

If you need additional questions, feel free to contact me at extension 319, thank you.

AGM/ls

Attachment

cc: William E. Johnson, Director of Finance  
Hugh "Chip" P. Fisher, III, City Attorney



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

cc: Bill Johnson  
Tammy Draper  
Feb B.A.  
please.  
RAA  
1/18

JAN 15 2010

## COLONIAL HEIGHTS POLICE DEPARTMENT

### City Manager's Office

January 14, 2010

Mr. Richard A. Anzolut, Jr.  
City Manager  
201 James Avenue  
Colonial Heights, VA 23834

#### **RE: DONATED FUNDS FROM CITIZEN**

Dear Rick:

We have received a check in the amount of **\$7,400.00** from Ms. Cornelia T. Thornton of Colonial Heights. The donation has been deposited in the City's **Donations Account #10-4812**. We plan to use these funds toward the purchase of a towable light tower and all pertinent equipment (please see attached). This equipment will be used heavily by our crime scene investigators and major accident investigations team (M.A.I.T.).

I would appreciate your placing this on the next agenda for review by City Council. It is our understanding that this request must undergo two readings by City Council. Once approved, we further request that the funds be transferred from **Account #10-4812** to **Account #1401-5242 (Office Supplies)**.

Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "B. Jeffrey W. Faries".

Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

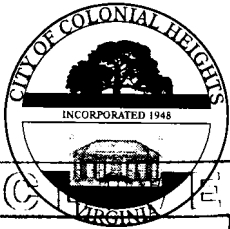
Cc: William Johnson, Director of Finance  
Kathy Sparks, Deputy Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Capt. W. Keith Early, Patrol Division Commander  
Sgt. Thomas C. Kifer, Law Enforcement Services  
Joy Moore, Treasurer

cc: Bill Johnson  
Tammy Draper

Feb 10

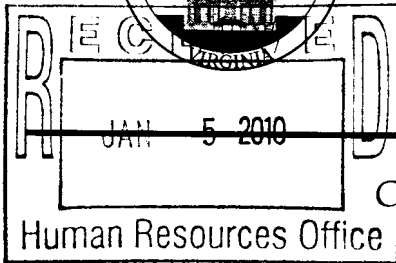
B.A.

1/7/10



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com



## COLONIAL HEIGHTS POLICE DEPARTMENT

December 31, 2009

Mr. Richard A. Anzolut, Jr.  
City Manager  
201 James Avenue  
Colonial Heights, VA 23834

**RE: DONATED FUNDS FROM CITIZEN**

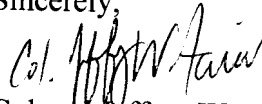
Dear Rick:

We have received a check in the amount of **\$5,500.00** from a Ms. Cornelia T. Thornton of Colonial Heights. The donation has been deposited in the City's **Donations Account #10-4812**. We plan to use these funds toward the purchase of AR-1296 rifle packages to better arm our law enforcement personnel.

It is our understanding that this request must undergo two readings by City Council. Once approved, we further request that the funds be transferred from **Account #10-4812** to **Account #1401-5242 (Office Supplies)**. Therefore, I would appreciate your placing this on the next agenda for review by City Council.

Thank you for your prompt attention to this request.

Sincerely,

  
Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Deputy Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services Division Commander  
Capt. W. Keith Early, Patrol Division Commander  
Sgt. Thomas C. Kifer, Law Enforcement Services  
Joy Moore, Treasurer

3704 Conduit Road  
Colonial Heights, VA 23834-2630  
December 30, 2009

Colonel Jeffrey W. Faries, Chief of Police  
City of Colonial Heights  
P. O. Box 3401  
Colonial Heights, VA 23834

Dear Chief Faries:

Bruce and I are contributing \$5,500.00 to the Police Department for the purchase of five (5) complete rifle packages:

AR 1296 Rock River .223 Rifle  
Rifle Light System  
Optical Sight  
Rifle magazines  
Rifle Sling  
Cost per rifle package is \$1,100.00.

Thank you and the Department for keeping our city safe.

Sincerely,

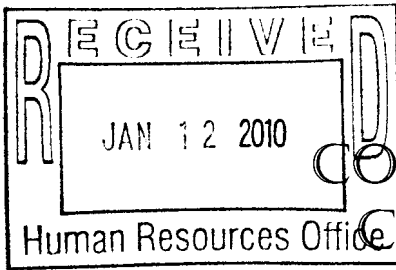


Connie Thornton

RECEIVED

DEC 31 2009

Colonial Heights Police Dept.



cc: Bill Johnson  
Tamm Draper

Feb 10  
B.A please.  
AA 1/13/10

COMMONWEALTH'S ATTORNEY  
CITY OF COLONIAL HEIGHTS

Commonwealth's Attorney  
*William B. Bray*

401 Temple Avenue  
Colonial Heights, Virginia 23834-9001  
Phone #: (804) 520-9293  
Fax #: (804) 520-9229

Deputy Commonwealth's Attorney  
*Alfred Gray Collins, III*  
Assistant Commonwealth's Attorneys  
*Hunter W. Fisher*  
*Adam J. Lantz*  
*Jason D. Reed*

Office Manager  
*Kimberly J. Bollinger*  
Administrative Staff  
*Kristin L. Daniel*  
*Mi K. Kim*  
*Stephanie H. Winn*  
Victim/Witness Program  
*Laure A. Hahn, Director*

January 8, 2010

Richard A. Anzolut, Jr., City Manager  
Office of the City Manager  
City of Colonial Heights  
201 James Avenue  
Post Office Box 3401  
Colonial Heights, Virginia 23834

**Re: Asset Forfeiture Account**


Dear Rick:

It is my understanding that I need to apply for an appropriation of the asset forfeiture account funds to be carried over from the last year. The current total amount is \$18,875.00. Please place this matter before the City Council if necessary.

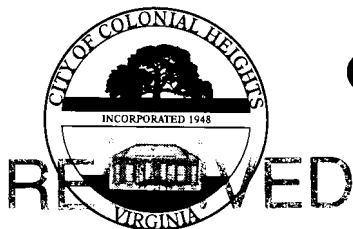
Also, please advise me of a date and time that I need to appear before the City Council for approval of the requested appropriation of the asset forfeiture funds.

Thank you for your continued assistance in these matters.

Sincerely yours,

  
William B. Bray  
Commonwealth's Attorney

WBB/kjb



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

cc: Bill Johnson  
Tammy Draper

Feb B.A.  
please.

AA  
1/25

JAN 25 2010

## COLONIAL HEIGHTS POLICE DEPARTMENT

### City Manager's Office

January 22, 2010

Mr. Rick A. Anzolut, Jr.  
City Manager  
201 James Avenue  
Colonial Heights, VA 23834

### **RE: TRANSFER OF ASSET FORFEITURE FUNDS**

Dear Rick:

As a result of multiple drug arrests and subsequent confiscations, the Colonial Heights Police Department currently has asset forfeiture funds in a reserve account with the City. We need to purchase several items of equipment that will greatly benefit our Investigations Division, M.A.I.T. (Major Accident Investigations Team) and our Street Crimes Unit. Therefore, we would like to utilize our asset forfeiture funds and are requesting a transfer in the amount of **\$3,884.47** from this reserve account into a spendable account, as noted below. Specific items to be purchased are as follows:

### **EQUIPMENT FOR INVESTIGATIONS, M.A.I.T., S.C.U. and ADMINISTRATION**

ITEM	QUANTITY	COST/ ITEM	TOTAL	ASSIGNMENT	JUSTIFICATION
DVD/CD Duplicator	1	265.33	265.33	Patrol	Duplicate in-car DVDs/Duplicate DVD and CD presentations and reports
Mobile GPS	3	129.95	389.85	SCU/Invest/Admin	Guidance for out-of-city investigations, extraditions, training, etc.
Point and Shoot Digital Cameras	9	140.00	1,260.00	MAIT/Supervisors/ Administration	Digital documentation of crime scenes, major crashes, and for use by supervisors for internal investigations and training
Camera Bags	9	20.00	180.00	MAIT/Supervisors/ Administration	To protect digital point and shoot cameras
Memory Sticks	13	29.00	377.00	MAIT/Supervisors/ Administration	To increase storage capacity in digital point and shoot cameras

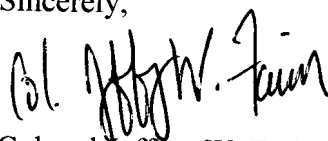


ITEM	QUANTITY	COST/ ITEM	TOTAL	ASSIGNMENT	JUSTIFICATION
Lens Kit	2	229.95	459.90	Investigations	For use with seized camera bodies; provides two new digital camera systems for forensics investigations at minimal cost.
Close-Up Rings	5	108.95	544.75	Investigations	Allows Investigators to perform close-up digital photography for forensics
Memory Cards	2	17.95	35.90	Investigations	To increase digital camera storage capacity on two (2) seized cameras being added to Investigations
Memory Card	1	22.95	22.95	Investigations	To increase digital camera storage capacity on remaining seized camera being added to Investigations
Camera Bags	3	19.95	59.85	Investigations	To store and protect three (3) seized cameras being added to Investigations
A/C Charger Cord	1	89.00	89.00	SCU	Provides power source for repeater system valued at \$3,000.00 donated by Virginia State Police
Fire Proof Safes	2	99.97	199.94	LE Services/SCU	Provides security of controlled buy funds for SCU. Provides protection against fire and water for Records' digital back-up media.
		<b>TOTAL:</b>	<b>\$3,884.47</b>		

I respectfully request that this matter be placed on the agenda for the February, 2010, City Council meeting for approval to transfer and spend these funds. Once approval has been received, we would appreciate your transferring **\$3,884.47** from **Account #10-4802 [Recoveries and Rebates]** to **Account #1401-5242 [Printing and Office Supplies]**.

Thank you for your attention to this request.

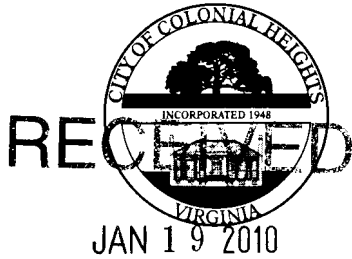
Sincerely,



Colonel Jeffrey W. Faries  
Chief of Police

JWF:bbh

Cc: William Johnson, Director of Finance  
Kathy Sparks, Assistant Director of Finance  
Capt. Wayne T. Newsome, Law Enforcement Services  
Capt. W. Keith Early, Patrol  
Lt. Dann P. Ferguson, Investigations  
Joy Moore, Treasurer



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
[www.colonial-heights.com](http://www.colonial-heights.com)

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## FINANCIAL ADMINISTRATION

### City Manager's Office

**To:** Richard A. Anzolut, Jr., City Manager

**From:** William E. Johnson, Director of Finance

A handwritten signature in black ink, appearing to read 'W. Johnson', is written over the 'From:' line.

**Date:** 1/19/10

**RE:** Budget Modifications

The City receives annual lane mile payments for our use in street maintenance from the Department of Transportation. These monies are based on the City's eligible lane mileage as of July 1<sup>st</sup> of each fiscal year. These funds must be used on eligible roadways and for specific purposes, or be returned to the Commonwealth upon the results of the final audit. At the end of Fiscal Year 2009, I restricted some surplus funds from the Street Maintenance budget to ensure appropriate funds were available if we were in noncompliance.

It appears that we are in compliance with all funding requirements, so the \$196,000 I restricted is now available for the current budget.

If you have any questions or need additional clarification, please advise.

AN ORDINANCE NO. 10-FIN-3

To amend the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, to appropriate \$251,786, consisting of \$12,627 in grant funds to Public Safety for Fire/EMS to continue the City's Community Emergency Response Team (CERT); \$20,400 in donated funds to Public Safety for Fire/EMS to purchase GPS Navigation devices for units and high visibility reflective bands for City fire hydrants and for Police to purchase a towable light tower and AR-1296 rifle packages; \$18,875 in restricted Asset Forfeiture funds to Judicial for the Commonwealth Attorney's budget; \$3,884 in restricted Asset Forfeiture funds to Public Safety for the Police budget; and \$196,000 in restricted funds to the Street Maintenance budget.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That Sections 1, 2 and 3 of Ordinance No. 09-FIN-4, the General Fund Budget, be, and are hereby amended and reordained as follows:

1. That the budget designated the General Fund Budget for the fiscal year beginning July 1, 2009, and ending June 30, 2010, is hereby adopted; and that, subject to transfers by resolution pursuant to § 6.15 of the City Charter, funds hereby appropriated shall be used for the following purposes:

Legislative (City Council)	\$ 148,167	
Administrative (City Manager)	310,589	
Legal (City Attorney)	207,578	
Tax Collections & Assessments	619,076	
Finance	5,873,655	
Information Technologies	207,867	
Board of Elections	130,159	
Judicial	<del>4,288,658</del>	4,307,533
Public Safety	<del>7,778,640</del>	7,815,551
Public Works	<del>3,044,162</del>	3,240,162
Health and Social Services	717,750	
Parks and Recreation	1,427,880	
Cultural Enrichment	92,257	
Library	613,213	
Community Development	542,204	
Grant Programs	528,483	
Nondepartmental	664,265	
Debt Service	3,217,341	
Operating Transfers Out	19,037,766	

2. That the sum of ~~\$49,449,710~~ 49,701,496 is appropriated for the fiscal year beginning July 1, 2009.

3. That the foregoing appropriation is based upon the following revenue estimates for the fiscal year beginning July 1, 2009:

General Property Taxes	\$ 21,216,669
Other Local Taxes	14,403,852

Licenses, Permits & Fees	3,409,794	
Fines and Forfeitures	556,500	
Use of Money & Property	427,000	
Intergovernmental Revenues	<del>6,518,941</del>	6,531,568
Charges for Current Services	1,149,401	
Miscellaneous	<del>1,262,908</del>	1,283,308
Reserve – Fire/EMS Donations	1,350	
Restricted Fund Balance Fire/EMS	5,000	
Restricted Fund Balance – Civic Organizations	450	
Restricted Fund Balance – Police Assets	18,929	
Restricted Fund Balance – Streets	132,000	
Fund Balance	305,505	
Restricted Fund CDBG	41,411	
Restricted Fund – Commonwealth Attorney	18,875	
Restricted Fund – Police Asset Forfeit	3,884	
Restricted Fund – Street Maintenance	<u>196,000</u>	
TOTAL	\$ 49,449,710	49,701,496

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_ Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

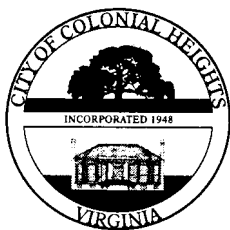
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

Hugh P. Foster, III  
City Attorney




# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## Office of the City Manager

**TO:** The Honorable Mayor and Members of City Council

**FR:** Richard A. Anzolut, Jr.,  City Manager

**DATE:** February 4, 2010

**SUBJ:** Resolution Endorsing Continued Participation in the John Tyler Alcohol Safety Action Program (ASAP)

Members of City Council are generally familiar with the Alcohol Safety Action Program (ASAP) in the region. Those with alcohol related infractions are frequently remanded by the court to participate in the educational programs of an Alcohol Safety Action Program. Those with these issues in the City of Colonial Heights are remanded to the John Tyler Alcohol Safety Action Program of which the City is a participant. ASAP programs throughout the Commonwealth are updating their commitment resolutions and policies at the current time. In order to continue participation, the City is being requested to update its resolution.

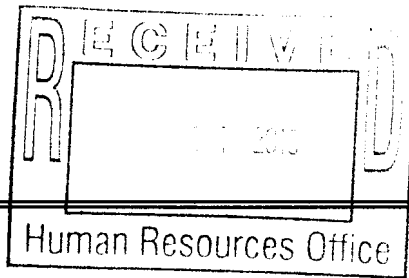
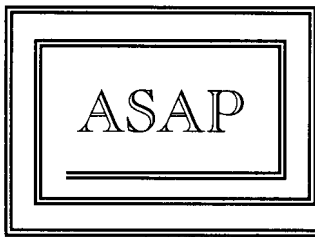
Attached is Resolution No. 10-2 that would basically continue the City's participation in the John Tyler Alcohol Safety Action Program. The City also agrees to appoint a member to serve as its representative to the John Tyler ASAP Policy Board. At this point, the Chief of Police is volunteering for that appointment. The rest of the commitments deal with the administrative and operational activities of John Tyler ASAP.

This matter is scheduled for consideration during the Council Meeting of February 9, 2010. It is recommended that City Council endorse the resolution during the Council Meeting. At the next appropriate opportunity, including the February 9<sup>th</sup> Council Meeting, it is recommended that the Council appoint Chief Jeffrey W. Faries to serve as the City's representative to the Policy Board.

Should any questions arise on this matter prior to the Council Meeting, please do not hesitate to contact the Chief of Police or myself, at your convenience.

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Johnson, Director of Finance  
Jeffrey W. Faries, Chief of Police



John Tyler ASAP  
ALCOHOL SAFETY ACTION PROGRAM

CHESTERFIELD OFFICE  
9520 IRON BRIDGE ROAD  
CHESTERFIELD, VA 23832-6429  
TELEPHONE 804-796-4281

HENRICO BRANCH OFFICE  
4114 EAST PARHAM ROAD  
RICHMOND, VA 23228-2759  
TELEPHONE 804-672-1786

January 8, 2010

Mr. Richard Anzolut, Jr., City Manager  
City of Colonial Heights  
P.O. Box 3401  
Colonial Heights, VA 23834

Dear Mr. Anzolut:

In 1979, the City of Colonial Heights passed a resolution to participate in what is now called the John Tyler Alcohol Safety Action Program (ASAP). For the past 30 years we have been serving the citizens of your area.

In an effort to adhere to the Commission on VASAP policies, we have been asked to update the current resolution dated September 1979. At this time, we have no active Board Member from your locality and the Commission on VASAP requires that the locality appoint a member to the John Tyler ASAP Policy Board. If you need our help in finding an appointment, we would be more than happy to assist you.

I have included a sample resolution that includes correct code sections and the request for an appointed board member. If you would like an electronic copy of the resolution, please email me at [mearley@vaasap.org](mailto:mearley@vaasap.org). John Tyler ASAP continues to operate off of client fees, and we request no funding from the locality.

If you have any questions, please do not hesitate to call. John Tyler ASAP looks forward to continuing to serve the City of Colonial Heights.

Sincerely,

Maureen Earley  
Executive Director

A RESOLUTION NO. 10-2

Reaffirming the City of Colonial Heights' participation in the John Tyler Alcohol Safety Action Program and endorsing the Program's independent Policy Board.

WHEREAS, the Commonwealth of Virginia, in the interest of highway safety, has enacted laws to create programs for probation, education, and rehabilitation of persons convicted of driving motor vehicles under the influence of alcoholic beverages and other self-administered drugs. These programs are known as Alcohol Safety Action Programs or ASAPs; and

WHEREAS, since 1979, the "John Tyler Alcohol Safety Action Program" has been serving the Cities of Colonial Heights, Emporia, Hopewell, Petersburg and the Counties of Chesterfield, Dinwiddie, Greensville, Henrico, Powhatan, Prince George, Surry and Sussex, providing probation, education, and rehabilitation of persons charged in violation of Virginia Code Section 18.2-266, and providing other services approved by the State Commission on VASAP; and

WHEREAS, Sections 18.2-271.1 and 18.2-271.2 of the Code of Virginia establish a Commission on VASAP; said Commission to establish procedures for the operation of local ASAP programs; and

WHEREAS, on April 3, 1987, such Commission issued directives that all local ASAP programs would establish and implement an independent Policy Board; and

WHEREAS, by resolution previously adopted by this Council on September 11, 1979, the City of Colonial Heights became part of the John Tyler Alcohol Safety Action Program.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF COLONIAL HEIGHTS:

1. That the City of Colonial Heights hereby reaffirms its position as a participating locality in the John Tyler Alcohol Safety Action Program, herein called the Program, endorses the continuation of an independent Policy Board, and agrees to the following:

A. The Policy Board shall consist of at least seven (7) but not more than fifteen (15) members;

B. Each city and county governing body shall appoint one (1) member to serve as a representative to the John Tyler ASAP Policy Board for a term of three (3) years; and additional Policy Board members shall be elected according to the Policy Board's by-laws. Membership not appointed by the governing bodies of represented jurisdictions, at the discretion of the Board, shall be selected or elected from but not limited to the judiciary, the bar, law enforcement, education, treatment professionals and other interested groups such as local transportation safety commissions. Vacancies which occur on the Board shall be filled by a majority vote of the remaining Board Members from nomination of other Board Members and participating governing bodies of the jurisdiction;

C. A Chair, Vice Chair and Secretary shall be elected in accordance with the by-laws. The Program's Executive Director shall serve as an ex-officio member of the Policy Board without voting power;



D. The Policy Board shall hire and supervise the Program's Executive Director. The Executive Director shall be responsible to implement operational policies for the Program, hire and supervise staff for the Program, and control all revenues and expenditures. The Executive Director shall serve at the pleasure of the Policy Board;

E. The program shall be operated by the Board in compliance with the VASAP Commission Policies and Procedures and in conjunction with the requirements of the local administrative and fiscal agency;

F. Each fiscal year, the Executive Director shall prepare a budget and submit it for approval. The VASAP Commission shall be responsible for funding any deficit occurring in the operation of the John Tyler ASAP;

G. An annual report shall be prepared under the supervision of the Policy Board indicating the activities of the John Tyler ASAP;

H. This agreement shall remain in effect continuously from year to year until termination either by the John Tyler ASAP Policy Board, the local jurisdiction, or the Commission on VASAP. Participating cities or counties may withdraw at any time by official action of its governing body and appropriate notice to the John Tyler ASAP Policy Board. If a locality withdraws, its representatives shall no longer serve on the John Tyler ASAP Policy Board; and

I. The Program may acquire and own real property and personal property as approved by the Policy Board for the Program's operation. Title to such property shall be vested in the Program. Should the Program cease to operate, all property, including funds, shall be disposed of pursuant to applicable provisions of the Virginia Code. The Policy Board may seek the advice of the Commission on VASAP and the Attorney General. It is the intent of this resolution that the Program's assets, upon either partial or complete dissolution of the Program, shall be divided amongst the participating localities at the time of dissolution in the same proportion as the clients served from that locality.

2. That this resolution shall be in full force and effect upon its passage.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above resolution was:

Adopted on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney

AN ORDINANCE NO. 10-2

To repeal and replace the current provisions of Article IV ("Noise") of Chapter 218 of the Colonial Heights City Code, regulating noise in the City.

THE CITY OF COLONIAL HEIGHTS HEREBY ORDAINS:

1. That the current provisions of Article IV ("Noise") of Chapter 218 of the Colonial Heights City Code are hereby repealed and are replaced by the following provisions:

**ARTICLE IV, NOISE**

**§218.4. Loud noises prohibited.**

It shall be unlawful for any person:

A. To use, operate or play any radio, phonograph, television, record, compact disc or tape player, musical instrument, loudspeaker, sound amplifier or other machine or device capable of producing or reproducing sound in such a manner or with such volume or duration that it is heard between 12:01 a.m. and 7:00 a.m. (i) inside the confines of the dwelling unit, house or apartment of another person or (ii) at fifty (50) or more feet from the device, except for devices permitted to be used at public parks or recreation fields, sporting events, school-sponsored activities on school grounds, or duly authorized parades, public functions or commemorative events.

B. To allow noise between the hours of 12:01 a.m. and 7:00 a.m. that is heard either inside the confines of the dwelling unit, house or apartment of another person or at fifty (50) or more feet when the noise is made by one or more persons.

C. To operate, install, have, or permit on the outside of any store, shop, business establishment, warehouse or commercial building, any loudspeaker or other sound-producing or reproducing device capable of emitting music, noise, sounds, tapes or voice in such manner that it is heard on any public sidewalk or street unless it is used only intermittently for announcing or paging an individual or unless it signals the ringing of a telephone, danger from smoke, a fire or a burglary or the beginning or stopping of work or school, or unless it is operated in accordance with conditions of zoning.

D. To play or permit the playing of any radio, stereo, tape player, compact disc player, loud speaker or other electronic device or mechanical equipment used for the amplification of sound, which is located within a motor vehicle and which is heard from outside the motor vehicle at a distance of 50 feet or more from the vehicle. This provision shall not apply to sirens, loud speakers and emergency communications radios in public safety vehicles, nor shall it apply to motor vehicle alarms or other security devices.

E. To create noise heard in residential areas between 10:00 p.m. and 7:00 a.m. in connection with the loading or unloading of refuse, waste or recycling collection vehicles.

F. To create noise heard in residential areas between 10:00 p.m. and 7:00 a.m. in connection with lawn care, leaf removal, gardening, tree maintenance or removal, other landscaping, lawn or timbering activities; the operation of any mechanically powered saw, drill, grinder, sander or similar device; or the construction, demolition, repair, paving, excavation or alteration of a building or street. Provided however, that the prohibitions of this section shall not apply to emergency work to provide public facilities or utilities, or to remove debris, when necessary to protect the public health or safety.

G. Violations of this section shall constitute a misdemeanor punishable by a fine of not less than \$100 nor more than \$500. Any person violating this section within two (2) years after a previous conviction shall be guilty of a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000.

2. That this ordinance shall be in full force and effect upon its passage on second reading.

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

\*\*\*\*\*

I certify that the above ordinance was:

Adopted on its first reading on January 12, 2010

Ayes: 6 Nays: 1 Absent: 0 Abstain: 0

The Honorable Milton E. Freeland, Jr., Councilman: *Yes*

The Honorable Kenneth B. Frenier, Councilman: *Yes*

The Honorable W. Joe Green, Jr., Councilman: *Yes*

The Honorable Elizabeth G. Luck, Vice Mayor: *Yes*

The Honorable John T. Wood, Councilman: *Yes*

The Honorable Diane H. Yates, Councilwoman: *Yes*

The Honorable C. Scott Davis, Mayor: *Yes*

Adopted on its second reading on \_\_\_\_\_.

Ayes: \_\_\_\_\_. Nays: \_\_\_\_\_. Absent: \_\_\_\_\_. Abstain: \_\_\_\_\_.

The Honorable Milton E. Freeland, Jr., Councilman: \_\_\_\_\_.

The Honorable Kenneth B. Frenier, Councilman: \_\_\_\_\_.

The Honorable W. Joe Green, Jr., Councilman: \_\_\_\_\_.

The Honorable Elizabeth G. Luck, Vice Mayor: \_\_\_\_\_.

The Honorable John T. Wood, Councilman: \_\_\_\_\_.

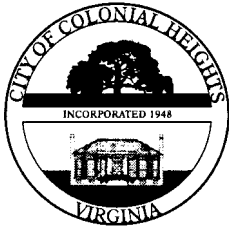
The Honorable Diane H. Yates, Councilwoman: \_\_\_\_\_.

The Honorable C. Scott Davis, Mayor: \_\_\_\_\_.

\_\_\_\_\_  
City Clerk

Approved as to form:

  
\_\_\_\_\_  
City Attorney




# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
COLONIAL HEIGHTS, VA 23834-9001  
www.colonial-heights.com

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## Office of the City Manager

**TO:** The Honorable Mayor and Members of City Council

**FR:** Richard A. Anzolut, Jr.  City Manager

**DATE:** February 4, 2010

**SUBJ:** Capital Improvement Program 2010-14

A brief presentation of the 2010-14 Capital Improvement Program (CIP) for the City has been scheduled for the Council Meeting of February 9, 2010. As has been the case for the past 4 years, staff has updated the Capital Improvement Program for Council's review and acceptance. We have used the same process where staff submits its requests to the Director of Planning and Development. A committee of department directors reviews the requests and uses the Council approved prioritization system to rank them. The document was prepared in draft form and presented to the Planning Commission. The Commission reviewed and endorsed the 2010-14 Capital Improvement Program at its December Meeting. Staff then finalized the document for presentation to Council.

As is always the case, a few new projects have been added to the CIP this year. These projects were ranked using the same system as all of the others. They are presented on the CIP summary in the documented highlighted for Council's easy review. Staff usually includes other minor organizational improvements. Most significant is the presentation of the projects currently in-progress at the top of the summary. For organizational purposes, these have been separated from the other unfunded projects in the Capital Improvement Program for the first time this year. It is significant to note that the City has over \$15 million in current capital improvement projects either in design, preliminary organizational activities or construction at this time. That is significant considering current economic conditions and our general inability to fund new projects at this time. Council will also notice that the City Courthouse Project is contained in those active projects, but funding has yet to be identified.

The Honorable Mayor and Members of City Council  
February 4, 2010  
Page 2

The Director of Planning and Development will present a brief overview of the 2010-14 Capital Improvement Program during the Council Meeting of February 9, 2010. Staff would appreciate a motion that officially acknowledges the presentation of the CIP and accepts it once the presentation and all questions are completed. Senior management staff will be present during the Council Meeting to assist with any and all questions relating to their capital project requests.

One final note. Attached to this cover is the Colonial Heights School Division's Five Year Capital Improvement Program. Annually, the School Board approves a CIP and the Superintendent submits the summary for the City's information. If Council has any questions on the School CIP, the City Manager can certainly relay them to the Superintendent.

If any questions arise on the CIP prior to the February 9<sup>th</sup> Council Meeting, please do not hesitate to contact me.

Attachment

cc: Hugh P. Fisher, III, City Attorney  
William E. Johnson, Director of Finance  
George W. Schanzenbacher, Director of Planning & Community Development  
William E. Henley, Director of Public Works & Engineering  
Craig R. Skalak, Director of Recreation & Parks  
A. G. Moore, Jr., Chief of Fire & EMS



# Colonial Heights Public Schools

SCHOOL ADMINISTRATION OFFICES

512 Boulevard

COLONIAL HEIGHTS, VIRGINIA 23834-3798

(804) 524-3400

Fax Number (804) 526-4524

www.colonialhts.net

January 28, 2009

## SCHOOL BOARD

Sandra B. Coleman, Chairman

Leslie P. Fryar, Vice Chairman

J. Chris Kollman, III

Bill Reade

Cynthia G. Shortlidge

Nancy Bosher, Clerk

Dr. Joseph O. Cox, Jr.  
Superintendent

City Manager's Office

Mr. Richard A. Anzolut  
Colonial Heights City Manager  
201 James Ave.  
Colonial Heights, VA 23834

Dear Mr. Anzolut:

Pursuant to our Memorandum of Understanding, enclosed is our Capital Improvement Project list for your review.

If you have any questions, please do not hesitate to call.

Thanks!

Sincerely,

Dr. Joseph O. Cox, Jr.  
Superintendent

Enclosure



**Colonial Heights Public Schools**  
**Capital Improvement Projects**  
(Greater than \$200,000)

**2010-2011**

Lakeview Elementary School addition/renovation		2,755,031 (a)
Lakeview Elementary School (27 A/C Units - replacement)		
Units & associated materials \$10,000 X 27 units	270,000	
Contractor installation \$7,037 X 27	<u>190,000</u>	
		460,000
Lakeview Elementary School - window replacements:		
A&E services	20,000	
Asbestos removal	25,000	
Windows and installation (contractor)	<u>245,000</u>	
		290,000
Renovation of Science and Biology Labs CHHS		900,000
CHMS cafeteria addition/renovation:		
Feasibility/needs study	5,000	
A & E Services	100,000	
Construction/renovation	<u>1,000,000</u>	
		1,105,000

**2011-2012**

North Elementary School addition/renovation	3,600,000
CHMS - Auditorium renovation	463,000

**2012-2013**

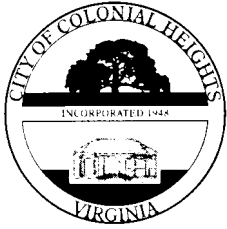
CHHS Auxiliary Gym	2,100,000
CHHS Locker room renovation and Title 9 upgrades	409,000

**2013-2014**

Athletic Facility press box tower with elevator for ADA accessibility	360,000
Replace Bleachers CHHS - Gym	256,000

12,698,031

(a) The City Bond issue (cost shared) and CHPS CIP reserve account is not sufficient to cover the entire proposed project. Moseley Architects completed the Design and construction document phase, however, state budget reductions postponed the project.



# CITY OF COLONIAL HEIGHTS

P.O. Box 3401  
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www.colonial-heights.com

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## Department of Planning and Community Development

### MEMORANDUM

To: Honorable Mayor and Members of City Council  
Mr. Richard A. Anzolut Jr., City Manager

From: George W. Schanzenbacher, Director

Date: February 3, 2010

**Subject: Planning Commission Actions at February 2, 2010 meeting**

At the February 2, 2010 meeting of the Commission the following actions were taken:

1. Approved minutes of the January 2009 meeting (enclosed).
2. Continued review of the proposed Zoning ordinance rewrite, including a first review of the proposed zoning map.

**RECEIVED**

FEB 03 2010

**CITY CLERK'S OFFICE**

CITY OF COLONIAL HEIGHTS  
REGULAR PLANNING COMMISSION MEETING  
JANUARY 5, 2010, 7:00 P.M.

CALL TO ORDER

The regular meeting of the Colonial Heights Planning Commission was called to order by Chairman Harry B. Hargis, Jr. Mr. Milton E. Freeland, Jr.; Mrs. Mary Ann Hamilton; Mr. Lewis L. Johnson, Jr.; Mr. Michael A. Magnusson; Mr. James L. O'Connell; Mr. Charles Townes and Mr. Richard A. Anzolut, Jr., City Manager were present. Also in attendance were Harold Caples, Assistant Public Works Director; Mr. Hugh P. Fisher, III, City Attorney and Mr. George W. Schanzenbacher, Director of Planning and Community Development. A quorum was determined for the conducting of business.

APPROVAL OF MINUTES OF NOVEMBER 5, 2009

Mr. Hargis asked if there were any changes to the minutes. The minutes were approved on a 7 to 0 roll call vote.

Mr. O'Connell stated after Mrs. Hamilton made a comment about architecture of this City and what we could go by in the future, Mr. Anzolut made a recommendation, which we didn't act on. What he said was that we need to think about establishing a character standard for the City. He then stated that he was not so sure he understands what that means, but maybe it is worth pursuing. He would just like to know what the rest of the Commission members think about that. Maybe we could have some sort of guidance.

Mr. Freeland stated we have the Boulevard Overlay, at least for the Boulevard. Would that be possibly for neighborhood buildings?

Mr. O'Connell stated it would be for the overall character.

Mr. Caples stated this was raised in regards to the American Family Fitness maybe we would be talking about something over in the Southpark realm.

Mr. O'Connell stated that is what he was talking about.

Mr. Hargis stated it was also raised in regards to the theater.

Mr. Johnson asked if this had anything to do with the accuracy of the minutes.

Mr. O'Connell stated no it didn't he just wanted to throw it out to the Commission. He then stated he guessed the Commissioners think it is not worth pursuing.

Mr. Caples stated he is not trying to add work, but this is a perfect example when we had the consultant here and it was made reference to other localities that have the same businesses and their buildings look considerably different. How do they regulate that? Is it a recommendation or a request on behalf of the Commission at some point? He is wondering how they are getting buildings that are so drastically different.

Mr. Townes stated it is a little bit of everything.

Mrs. Hamilton asked Mr. Townes how could they be that so far apart. She then stated she thinks you have to start somewhere and is it a mindset and something that comes from the Commission and she thinks it needs to come forth, because the buildings that are being built, sometimes they are unsightly. She then stated that she has never run into one person that thought the movie theater was an attractive building and she has heard nothing but negative comments. When you think of people that are on the Interstate driving along and this is what they see, does this reflect well on the City of Colonial Heights' image that we want to project. She thinks when she travels and goes to other cities and sees what is there, then something is different, because we are not getting that style, that beauty and integrity and she stands behind that statement. She then stated she thinks the way you build appeals to the population that visits your city and that lives in that city, because buildings and people are related in her mind. Don't we want to raise the thought and the very fact that the City is built out, which is what she always hears, but we are still building and there are people still coming in here, everybody talks about redevelopment, so don't they need to look to that in the future. Don't we need to be visional about this or do we just do business as usual?

Mr. O'Connell stated that Mr. Anzolut suggested that we put together some sort of committee to pursue a subject like this.

Mr. Anzolut stated he thinks we should.

Mr. O'Connell stated he thinks we should too, but apparently, he is not so sure that the Commission feels that.

Mr. Townes stated he doesn't want Mrs. Hamilton to feel that he is against it, because that is nothing to be farther from the truth. He then stated his point is that he thinks that the committee idea is a good idea to look at some of the avenues that we could use and sometimes he thinks just the mere sitting down with a developer and saying we would like for you to maybe try do something different. He then stated he would acknowledge that the movie theater is the most unbelievably looking thing he has seen since the intersection of the Boulevard and Depuy Avenue. Maybe if we could sit down some of these people and say we would appreciate some input here and we don't think this reflects well on our city. Give these people this feedback and see if it would work.

Mr. O'Connell asked what kind of feedback would you give them without any kind of guidance or thoughts.

Mr. Townes stated you would have a predevelopment conference and say what are you looking at doing and can you show us some kind of renderings on you are planning on doing and maybe give them some feedback.

Mr. O'Connell asked what kind of character do we want to portray as a city.

Mr. Townes stated he thinks that is where you tell them what you would really like to see in the building.

Mr. O'Connell stated he could tell them, but he is not so sure that would represent the City.

Mrs. Hamilton stated she made the comment about American Family Fitness and Mr. Mitchell was kind enough to say that he would pass her remarks along to the architect and he did, because he sent her an e-mail and said that he passed her comments along. Did it have any impact on whether the proposed addition to the American Family Fitness?

Mr. Fisher stated he would just point out just what Mr. Townes said is that this is not to be mistaken for some personal preference, but you have to remember that Virginia is, a Dillon Rule State, which means that if you do not have pretty expletive authority to do something by the State Code, you can't do it. He then stated the legislature is essentially hostile to local governments and he means that.

Mr. Townes asked don't counties have more rights than we do.

Mr. Fisher stated they certainly have a big advantage to our City for establishing certain districts that look the same for this reason, because rezonings are so common and proffers from developers specifying that they would be developed in a certain way. That is why it is so easy for counties to do it. It is much more difficult for cities to do it actually.

Mr. Schanzenbacher stated if the Commission is interested in pursuing this, maybe we could do some preliminary research on how other communities deal with these kinds of issues, so you could get an idea of the tools and techniques that other communities use. Maybe a lot of those are not applicable, but maybe we could find something that might be helpful.

Mr. O'Connell asked if we have the resources to do that or time.

Mr. Anzolut stated it appears likely that Mr. Schanzenbacher and his people could not staff the matter until they are somewhat through with the Zoning Code update. It is not necessarily needed right away, but he doesn't see why it couldn't be done during this calendar year once the Planning Staff get through with the Zoning Code update.

Mr. Schanzenbacher stated one thing that we don't even require is preliminary architectural plans. There is no reason we couldn't require that, so that the Commission could see what preliminarily is being proposed. You could certainly comment on that, whether that would necessarily change anything, but right now we don't even see the building design.

Mr. Townes stated he thinks that everybody needs to understand that the proffer system works because of zoning and we just don't have that much land in Colonial Heights that need to be rezoned. It is the zoning case that allows the municipality to request those proffers and to get what they want. He then stated that Chesterfield County is a master at that.

Mr. Schanzenbacher stated that he thinks we could identify what tools are available to the City and bring to the Commission information as a starting point, at least you would have a basis to go from.

Mr. O'Connell stated he assumes that this discussion would go into the minutes.

Mr. Hargis stated that is correct and he concurs that it would be good to continue the conversation, once Mr. Schanzenbacher provides the data for the Commission.

Mr. Schanzenbacher stated he thinks he can provide a starting point.

Mr. Johnson stated he thinks Mrs. Hamilton would like it to be taken further by only do that, but also have somewhere to set the standard as to what we want.

Mr. Schanzenbacher stated we have to figure out how we can set a standard. He doesn't know how we can set a standard.

Mr. Fisher stated it has been his experience that there are a fair number of developers who will voluntarily comply. If you approach them, either the Staff or the Commission as a group and ask them, you would be amazed at how many would do it voluntarily.

Mr. Freeland stated the major redevelopers like the WAWA have different levels of plans.

The Commission was in agreement on discussing this matter further.

#### APPROVAL OF AGENDA

There were no changes to the agenda.

#### ANNUAL ORGANIZATION MEETING

Mr. Hargis stated this is a reorganization meeting and asked if there were any nominations for Chairman.

Mr. O'Connell nominated Mr. Hargis as Chairman and seconded by Mr. Johnson.

Mr. Hargis asked if there were any other nominations for Chairman. He then moved that the nominations be closed. The nomination passed on a 7 to 0 roll call vote.

Mr. Hargis asked if there were any nominations for Vice-Chairman.

Mr. O'Connell nominated Mr. Johnson as Vice-Chairman and seconded by Mr. Freeland.

Mr. Hargis asked if there were any further nominations for Vice-Chairman. He then moved that the nominations be closed. The nomination passed on a 7 to 0 roll call vote.

Mr. Hargis stated the appointment of Secretary would be Mr. Schanzenbacher of the Planning Commission and Ms. Fallin would be the Clerk. He then stated Mr. Johnson

was currently serving on the Parks and Recreation Advisory Board and asked if he would continue to serve on the board.

Mr. Johnson stated he would.

Mr. Hargis asked if there was a motion to adopt the Rules of Procedure.

Mr. O'Connell made MOTION to adopt the Rules of Procedure and seconded by Mr. Townes. The motion passed on a 7 to 0 roll call vote.

Mr. Hargis stated that everyone has a copy of the Annual Report and a couple of the highlights were the change of rezoning over in the Mt. Pleasant area and also the continuation of the Appomattox River Greenway Trail. He then stated if nobody has any objections, he would like to keep the committees all the same. The meeting schedule is also enclosed, but the only thing he had a question about was the March 3<sup>rd</sup> meeting was listed as Tuesday, but he thinks it would be on Wednesday.

Mr. Schanzenbacher stated it was to be scheduled for the first Tuesday in the month and that would be on March 2<sup>nd</sup>.

#### HEARING OF CITIZENS GENERALLY

No one spoke.

PUBLIC HEARINGS – None

PLANS OF DEVELOPMENT/SUBDIVISION – None

OLD BUSINESS – None

#### NEW BUSINESS

A. 2010-2014 CIP – Mr. Hargis asked Staff, Mr. Schanzenbacher and Mr. Anzolut if there were any concerns or wishes on the Capital Improvement Program.

Mr. Anzolut stated he believes that Staff and Mr. Schanzenbacher did all the work. He then stated he thinks the plans takes another step forward in its organization and also, of course as it always does, has its projects, in this case many predominantly identified by the Department of Public Works. It does breakout the Voc Tech Athletic Complex into the various stages that the subcommittee identified and Mr. Freeland is



familiar with and the Council ultimately endorsed. He then stated that Mr. Schanzenbacher's organizational skills with the contribution of his committee, which are five (5) department heads, have given you a document that is more easily summarized and the information more easily accessed, where the projects we have in play and funded dominate the list, but the rest of the list is uncertain, because of the limited capital funding. He then stated as a project he believes it is enhanced, however, it tends to follow the same format that the Commission is familiar with and it is a better document considering it is not likely there are any further appropriations any time soon.

Mr. Schanzenbacher stated that, if you look at the colored the front two pages that is the easiest way to summarize how it is organized. This year we separated out the projects at the top that says 2010 committed capital projects. He then stated the blue is updated cost figures and the pink areas are new projects that have been added to the program. We have scored some of those and some of them have just been included, because they were total grant programs or other outside resources. There is one error that he just found today one project that we counted twice, but we will take care of that, and that is the traffic signal at Jennick Drive and Charles Dimmock Parkway.

Mr. Hargis asked what was the distinct difference between the Yacht Basin Storm Sewer Outfall and the Lexington Avenue on the Repair Regulated MS4 outlets.

Mr. Caples stated the MS4 outlets is a permit that we are in possession of from the State and every outfall that the City has ownership of that is in the easement is an MS4 outfall. That is just a new terminology for the pipe. The MS4 is just what each outfall that the City maintains and how the State could identify it.

Mr. Hargis stated he just wasn't clear if they were one in the same, so you are doing the repair.

Mr. Caples stated that any outfall that the City maintains could be considered an MS4 outfall. Any pipe that the City discharges to Swift Creek, Old Town Creek and to the Appomattox, would be considered an MS4 outfall.

Mr. Hargis asked would they be filling that in Yacht Basin or whatever.

Mr. Caples stated we are in the process of designing those projects in house, so if funding ever became available through stimulus, we want to have a design on the shelf we would have a design ready to go.

Mr. Anzolut stated three years ago the Council did give into the list with some yearend fund balance and did prioritize the fund for the two projects. However, when revenues began to shift in the downward direction and we had to do some re-prioritization these two were the two casualties of six hundred thousand that we had accumulated toward the Voc Tech Sport complex, when we had to buckle down to take all our available on the Bruce Avenue outfall project and the Depuy Avenue intersection portion of the Boulevard modernization. They were funded and then unfunded. When the un-funding occurred, now Public Works and Engineering have picked it up in house for design, but the monies were shifted.

Mr. O'Connell stated under item #15, Fort Clifton, and he knows the City has barely enough money to just prepare it for the festival every year, but he was just wondering if the Parks could add their earthworks in the City that also need to be maintained. He then stated they are historical sites and he doesn't think we should over look that.

Mr. Hargis asked if there were any other questions for the CIP. He then asked for a motion to approve.

Mr. Townes made MOTION to approve and seconded by O'Connell. The motion passed on a 7 to 0 roll call vote.

B. Boulevard Modernization - Dept. of Public Works. Mr. Caples stated that he wanted to bring this information to the Commission so they would be aware of exactly what we have going on. He then stated essentially the Boulevard Revitalization runs from Westover Avenue along the Boulevard to Lafayette Avenue, essentially completing the fifth lane along with some intersection improvements along Depuy Avenue. This would include streetscaping, sidewalks, street lighting and everything that is essentially in the Boulevard Overlay. We are consolidating accesses where we can. This is the proposed current design. We are in the early stages of the preliminary design and were hoping to be in public hearing this month, but we have run into some issues that we are going to have to work through that are probably going to have us in public hearing in March. We have already conducted meetings with the property owners along the Boulevard both in a group and received comments, as well as individual contacts having already been made, because there are several properties that will be impacted. There are several proposed complete takes of properties, especially in the area around Depuy Avenue. He then stated we have hit some issues with some of the properties that we were looking at requiring and their historic value and we are working through that currently.

Mr. O'Connell asked what the yellow lines were for.

Mr. Caples stated the yellow lines are sidewalks. We are not only widening the road, but there would be a little shoulder area in the plan that could almost be used as a bike line. It is a little shoulder there that gives you some relief and we are realigning Pickwick Avenue with Bruce Avenue.

Mr. Anzolut asked why the north end of Chesterfield Avenue exit at Lee Avenue. Why doesn't Chesterfield Avenue disappear from Lafayette Avenue to the north?

Mr. Caples stated to provide access to this parking lot. The existing Chesterfield Avenue will be obscured and we have provided an access, otherwise, the only way to get to this would be to go all the way around.

Mr. Anzolut stated that he is opposed to a signal at Lafayette Avenue. He then stated Lee Avenue accesses the Boulevard and is still there, but it is the west side, and that he would not propose an exist there but would propose site access for the Court House at Lafayette Avenue.

Mr. Caples stated we could discuss that in greater detail. This plan was developed, he believes, with a different concept for the church property. We are open to suggestions and that is what we would be going to public hearing for, hopefully in the near future.

## REPORTS

Chairman: No report.

### Committees

Land Use: No report.

Subdivision: No report. Mr. Johnson stated that he appreciated all the cards, visits and contribution to the Food Bank and Meals on Wheels in memory of his late wife.

Zoning: No report.

City Manager: Mr. Anzolut reported that City Council would hold their annual retreat weekend after this coming.

Assistant Director of Public Works: No report.

Director of Planning and Community Development: No report.

ADJOURNMENT

There, being no further business, the meeting was adjourned.

Respectfully,

---

Mary Beth Fallin

APPROVAL:

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Harry B. Hargis, Jr.  
Chairman